

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT:** Marsik, Frohling, Greshay and Schmidt

**MEMBER EXCUSED:** Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 19, 2017 at 9:00 a.m. in meeting rooms 1H and 1I, located on the first floor of the Administration Building.

**ALSO PRESENT:** Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Leann Schultz, Insurance and Benefits Coordinator; Bethany Castleberg, Insurance and Benefits Coordinator; Chief Deputy Scott Smith; Lori Fett, Highway Office Manager; Ruth Otto, Information Technology Director; Karen Gibson, County Clerk; Kimberly Nass, Corporation Counsel; John Bohonek, County Conservationist; Joe Giebel, Manager-Code Administration; Patti Hilker, Treasurer; Rebecca Bell, Human Services and Health Director; Monica Hooper, Division Manager Fiscal Support Services; Lynn Hron, Clerk of Courts; Eileen Lifke, Assistant Finance Director; Russ Freber, Physical Facilities Director; Brian Field, Highway Commissioner; Jeff Ireland, M3 Account Executive

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present except Duchac who was excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the September 5, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Hinze presented the 2018 State Health Insurance Plan premiums along with the proposed health insurance premiums under a consortium through M3. Hinze stated that Jeff Ireland, Account Executive for M3, was present to answer questions. Mielke recommended staying with the State plan for 2018; however, suggested continuing discussions with the consortium for rates and plan design options early in 2018. Hinze provided a comparison of insurance premium contribution options. There was discussion regarding the options.

Motion by Frohling to establish the 2018 employer and employee health insurance contribution percentages at 88.5% and 11.5%, respectively. Second by Greshay. Frohling withdrew the motion and Greshay agreed. It was the consensus of the Committee to continue with the State Health Insurance Plan for 2018.

Marsik called for any additional discussion regarding 2018 health and dental insurance premium contribution rates.

Motion by Greshay to establish the 2018 employer and employee health insurance contribution percentages at 88.5% and 11.5%, respectively. Second by Schmidt. Motion carried.

Hinze presented a request from an employee of Child Support to consider an increase in vacation and crediting years of service for previous county experience. There was discussion regarding the vacation policy highlighting that the policy states consideration is for “new hires”.

Motion by Schmidt to deny the request for additional vacation time. Second by Frohling. Motion carried.

Hinze provided the Committee with an update regarding the new flexible spending account provider, Employee Benefits Corporation (EBC), stating that a website walk-through was conducted, funding options are being considered, an agreement is being finalized and a timeline is being established. Hinze noted that M3 will provide employee education.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Correctional Officer	Sheriff
One (1) Deputy Sheriff - Patrol	Sheriff
One (1) Administrative Assistant III	UW Extension

Motion by Schmidt to approve the Personnel Requisitions. Second by Greshay. Motion carried.

Mindemann explained that an employee of Physical Facilities requested an extension of an unpaid Medical Leave of Absence from 08/21/2017-10/01/2017. Mindemann explained there is sufficient medical documentation.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Mindemann explained that an employee of the Sheriff's Office requested a General Leave of Absence to care for a domestic partner from 09/07/2017-09/30/2017. Mindemann explained that State leave was previous exhausted, there is sufficient medical documentation, and the employee is requesting consideration to use sick time for the absence.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Brenda N. Newville, Account Clerk II, Highway, \$17.48, DC04, ST02, 09/18/2017; Alan M. Pasewald, Mechanic, Highway, \$21.52, DC06, ST02, 09/05/2017; Wendy M. McGurk, Counselor I Case Manager Mental Health, Human Services, \$19.50, DC05, ST02, 10/05/2017; Nicole M. Witek, Counselor I Case Manager Mental Health,

Human Services, \$18.96, DC05, ST01, 09/25/2017; John L. Rosenmeier, Communications Officer, Sheriff, \$20.58, DC05, ST04, 09/05/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. RECLASSIFICATION - Victoria L. Rahn, Legal Secretary I, Corporation Counsel, \$18.90, DC03, ST10B, 09/02/2017; Jonathan A. Bethke, Utility II / Truck Driver East, Highway, \$16.99, DC04, ST01, 08/26/2017; Emily J. Groh, Community Education Coordinator, Human Services, \$19.50, DC05, ST02 F.T. position to P.T. position, 09/02/2017; Katie E. Look, Psychiatric Therapist II (Outpatient), Human Services, \$26.81, DC09, ST01, 09/06/2017. STEP INCREASE - Victoria L. Rahn, Legal Secretary I, Corporation Counsel, \$19.11, DC03, ST11A, 09/06/2017; Kelly L. Lepple, Secretary to Corporation Counsel, Corporation Counsel, \$23.67, DC06, ST06, 06/05/2017; Mark A. Bebel, HSS Child Protective Services Intake, Human Services, \$36.59, DC10, ST11A, 08/15/2017; Debra K. Keel, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/04/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None


**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations.
- b) Hinze provided an update on Highway Department recruitment and retention concerns and discussed several ideas that are being considered. Hinze stated that the goal is to have the final decisions by the end of October.
- c) Hinze provided an update on the Kronos Version 8 upgrade
- d) There were no disciplines to report.
- e) Hinze stated that a resolution for the 2018 proposed compensation plan will be presented at the October County Board meeting with communication provided to the County Board Supervisors at the September County Board meeting.

Future Agenda Items: Highway concerns, Elected Official salary recommendations

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Tuesday, October 3, 2017 at 9:00 a.m.** and **Tuesday, October 17, 2017 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 9:41 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.